

State Training Center

Department of Personnel Administration
Training Division
1515 "S" Street, North Building, Suite 108
Sacramento, CA 95814-7243
(916) 445-5121 • Fax: (916) 324-4050

www.dpa.ca.gov



Revised 04/04



TRAINING

Virtual Classroom

**Instructor-Led,
Web-Based Training**



State Training Center
State of California
Department of Personnel Administration

State Training Center *Virtual Classroom*

What is the Virtual Classroom?

- Instructor-led, web-based professional development courses
- Provided in partnership with the California State University Sacramento (CSUS) and the State Training Center (STC)

What are the benefits?

- Designed specifically for government professionals
- Designed by credentialed instructional designers
- 24 hour access from your desktop at work or home
- Continuing Education Units (CEU)
- Facilitated by university instructors
- Easy navigation
- Technical support 7 days a week
- Competitively priced

Courses Offered:

Strategic Planning Overview (8 hours): Gives students an effective understanding of the strategic planning process, their department's contribution to the process and how they play a part in its success.

Project Management (23 hours): Develops skills in planning, organizing, and monitoring operations and projects.

Performance Appraisal (8 hours): This course, designed for supervisors and managers, provides the knowledge and skills necessary to prepare, plan and conduct performance appraisals and communicate expectations and results.

Time Management (8 hours): Offers students practical techniques for eliminating obstacles to productivity and for establishing an efficient, organized work environment.

Grammar Matters (24 hours): This course provides students with a fast-paced review and application of grammar fundamentals.

The Power of Words (12 hours): Provides tools and strategies to expand vocabularies and improve spelling skills.

Analytical Skills (16 hours):

This course will help the student understand the roles and responsibilities of the analyst and the basic skills required.

Written Communication (24 hours):

Focusing on organizational strategies, this course will teach the participant to develop written documents that present information effectively.

Completed Staff Work (8 hours): Instructs the student to effectively recommend solutions to management problems by illustrating what factors to consider when preparing a recommendation.

Legislative Process/Bill Analysis (24 hours):

This course follows the path of a legislative bill from its introduction to its signature by the Governor.

Communication Skills-Dealing With Difficult People (24 hours):

Gain skills for interacting more effectively with others and learn methods and strategies to deal with difficult people.

For additional course information and dates, please visit our website at www.dpa.ca.gov/tcid/stc/virtual/virtual1.shtm

“The cost-effective choice for public agencies”

State Training Center *Virtual Classroom* 2004-2005 Course Titles and Dates

2070: Strategic Planning Overview

- (1) - 10/25/04 - 11/07/04
- (2) - 05/02/05 - 05/15/05

2100: Project Management

- (1) - 10/25/04 - 11/15/04
- (2) - 05/02/05 - 05/23/05

2300: Performance Appraisal

- (1) - 10/25/04 - 11/07/04
- (2) - 05/02/05 - 05/15/05

3400: Time Management

- (1) - 10/25/04 - 11/07/04
- (2) - 05/02/05 - 05/15/05

5200: Grammar Matters

- (1) - 10/25/04 - 11/17/04
- (2) - 05/02/05 - 05/25/05

5210: The Power of Words

- (1) - 10/25/04 - 11/09/04
- (2) - 05/02/05 - 05/17/05

6110: Analytical Skills

- (1) - 10/25/04 - 11/12/04
- (2) - 05/02/05 - 05/20/05

6210: Written Communication

- (1) - 10/25/04 - 11/17/04
- (2) - 05/02/05 - 05/25/05

6230: Completed Staff Work

- (1) - 10/25/04 - 11/07/04
- (2) - 05/02/05 - 05/15/05

6760: Legislative Process/Bill Analysis

- (1) - 10/25/04 - 11/17/04
- (2) - 05/02/05 - 05/25/05

8160: Communication Skills: Dealing With Difficult People

- (1) - 10/25/04 - 11/17/04
- (2) - 05/02/05 - 05/25/05

How to Register

To enroll in a class at the STC Virtual Classroom, your department must submit an approved Training Registration form (STD. 697). The STD. 697 can be downloaded from our Web site by clicking on the “download” button. *Please be sure to include a correct Internet e-mail address.* The STD. 697 must be signed by your approval authority. You can fax your registration to us at (916) 324-4050.

Please Contact your departmental Training Officer for further information, or you may call us at (916) 445-5121.

After you are registered, you will receive your user name and password from California State University, Sacramento (CSUS) and be directed to your STC *Virtual Classroom* log-on site. You simply log-on, enter course user name and password, and begin your STC Virtual Classroom experience. **All students should review the “Is Online Learning for Me” and the “The On-line Learning Environment” modules prior to the class start date.** These modules explain the log-in procedures, how to properly navigate the course, and participate in the conference. All students who successfully complete a STC Virtual Classroom with a score of 70 percent or higher will be awarded Continuing Education Units (CEUs) from CSUS and will receive a personalized, signed certificate of Professional Development.

System Requirements

Processor: Pentium class 166 MHz or an Apple 68030 CPU or better

Operating System: Windows 95 or later or Macintosh 9.x or later

Computer Memory: 32 MB RAM minimum, 64 MB recommended, 100 MB free disk space, 2 GB Hard Disk

Modem Speed: 56 Kbs minimum, DSL or Cable recommended

Internet Browser: Microsoft Windows 98/2000/2000XP: Microsoft Internet Explorer 5.0 or later (IE 5.5 SP1 is not supported). AOL version 7.0 or later. Mac OS 9.x & 10+: Microsoft Internet Explorer 5.0 or later (IE 5.5 SP1 is not supported). For AOL: It is recommended that you use AOL version 7.0 or later.

Internet Service Provider: Any Internet service with reliable access.

For latest system information, please visit our Virtual Classroom website at www.dpa.ca.gov/tcid/stc/virtual/virtual1.shtm